

Outline Template Handout

Title

Step 1:

Write purpose statement and thesis statement; select organizational pattern.

Step 2:

Outline the body: main points (I, II, III...), supporting points (A, B, C...), subpoints (1, 2, 3...), and sub-subpoints (I, ii, iii...). Note: You won't always have the lower levels.

Step 3:

Add transitions between main points. (Internal transitions, previews, and summaries may be added as well.)

Step 4:

Note sources as necessary.

Step 5:

Write out introduction and conclusion.

Step 6:

Review for essential components: audience analysis/relevance, symmetry, balance, external sources/supporting material, assignment requirements

Step 7:

Title your presentation.

Specific Purpose:

Thesis Statement:

Organizational Pattern:

Introduction

- I. Attention Getter:
- II. Credibility Statement:
- III. Relevance:
- IV. Thesis Statement:

Transition:

Body

- I. Main Point I
 - A. Supporting Point
 - 1.Subpoint
 - 2.Subpoint
 - B. Supporting Point

Transition:

- I. Main Point II

Transition:

- I. Main Point III

Transition:

Conclusion

- II. Restatement of Thesis:
- III. Clincher: